Student Absence Guardian Verification Form (Parent’s Note)

_________________________________________ School – Plaquemines Parish School District
(print name of school)

_________________________________________ was absent from – late to – school on
(print name of child)

_________________________________________ for the following reason. (Place an X in one)
(date/s)

_____ temporary illness   _____ family illness

_____ family emergency   _____ other (write explanation below)

Describe/Explain Situation: _____________________________________________________________
___________________________________________________________________________________
___________________________________________________________________________________
___________________________________________________________________________________

Guardian Signature                  Guardian Contact Number                  Date

By providing the school staff with a valid and excusable explanation, the school staff will convert an unexcused absence into a non-exempted, excused absence. This is an absence that is incurred due to personal illness or serious illness in the family and is documented by an acceptable excuse, including a parent note and is not determined to be a habitual attendance problem. This type of absence is not considered when reporting for truancy; however, this type of absence is an absence & is counted in the set days a student can miss when determining a student’s ability to receive credit for a course or successful completion of a school year. **As set by the PPSB Pupil Progression Plan**, students have 5 days beginning on the date of their return to present valid documentation including the return of this note to be eligible to convert an unexcused absence into a non-exempted, excused absence. Only a doctor’s note will convert an unexcused absence into an exempted, excused absence. After five days from the date of return, documentation will not be accepted and the absence is categorized as unexcused. **It is solely the responsibility of the legal guardian and the student to present documentation to the designated school authority at the school of registration.**

Laure Rousselle, Ed.D., M.Ed, MSW, LCSW
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Plaquemines Parish School Board, WCO